

MINUTES

DD/S STAFF MEETING

11 April 1972

25X1A

2. Honor and Merit Awards. Mr. Coffey wished to remind those present of their responsibilities when an award is to be presented to be sure that the person presenting the award has sufficient human interest material to prepare his remarks. Mr. Coffey asked that each Office Director prepare the information and send it forward with the recommendation. [redacted] DD/S member of the Honor and Merit Awards Board, and [redacted] Chief, Support Operations Staff, stand ready to provide whatever additional information/assistance may be required. Mr. Fisher noted that Mr. Colby has asked to be told what name the recipient of the award is known by and what the person plans to do after retirement. Mr. Fisher said that any information that would be helpful in making the presentation would be appreciated, e.g. personal hobbies. Mr. Wattles suggested that unusual events in the person's career may also be useful.

3. Fellowships in Congressional Operations. Mr. Wattles noted that the announcements about the Congressional Fellowship Program have been through all channels and there has been no response from the Support Directorate. Potential candidates should be sought and names submitted to [redacted] prior to 14 April.

4. CRS Procurement of Publications for Remainder of FY 1972. Mr. [redacted] distributed to Office Heads schedules reflecting the balance of funds available for the procurement of publications for the remainder of this fiscal year. The schedules also contained the names of those officers who are authorized to approve requisitions for publications in the respective offices [redacted] asked on behalf of CRS that the budgets be adhered to and that the lists of approving officers be brought up to date. He said that CRS is having fiscal problems due to a number of unexpected expenses and a fifty percent increase in the cost of publications. CRS will meet its obligations, but only if the various offices do not exceed their allotments.

5. Retirements During April. [ ] announced that the following Support Service personnel have signed applications for retirement during the month of April 1972: 25X1A

<u>Civil Service System</u>	<u>Career Service</u>	<u>Effective Date</u>
[ ]	OL	14 April 1972
	OL	15 April 1972
	OL	28 April 1972
	OL	28 April 1972
	SP	28 April 1972

CIARDS

[ ]	OC	30 April 1972
	OC	30 April 1972

6. Around the Table

Office of Communications. [ ] noted that he is now involved in the DD/S&T Career Development Course #6 for an entire week. 25X1A

Office of Medical Services. Dr. Tietjen said that his office has recently completed two papers which are being forwarded to Directorate Offices for information:

- The Psychology of Redefection
- Principles of Defector Management

Office of Training. Mr. Cunningham said that TSD is beginning a three week course on 17 April on the unattended detection of vehicles.

OTR is collaborating with [ ] in a new film on E&E at Mr. Helms' request. 25X1A

Five candidates have been chosen for the Foreign Affairs Executive Seminar--  
2 - DD/S, 2 - DD/P, 1 - DD/I.

OTR has received 97 requests for participation in the language incentive program from Vientiane station alone--in Lao and Thai languages. This almost doubles the number of total participants in the program.

✓ The Advanced Management Planning course is being terminated. The last running is underway this week.

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The next Midcareer Training Program will begin 30 April with 31 participants. Mr. Cunningham said that there are more GS-14's than 12's scheduled for the course and that four of the CS participants are age 46 or over (one over age 50). OTR is not presently able to dictate the acceptability of course participants. It presents guidelines to the various Directorates but must accept the candidates as nominated.

Little progress has been made on the Information Science Center. The DIS Commanding Officer claims that he has not yet received a copy of the Agency letter requesting the use of present ISC facilities. Hence, he is making no effort to assist with Agency plans for the Center.

25X1A ✓  noted that the Agency has received its copy of the NBC Chronolog film "CIA Forces in Laos." It will be shown during the noon hour on 13 and 14 April. A Headquarters Bulletin on the subject will be distributed on 11 April.

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